



## LONE STAR COLLEGE SYSTEM COLLEGE WORK STUDY JOB DESCRIPTION

### Financial Aid

<b>POSITION NUMBER:</b> KW00008	
<b>JOB TITLE:</b> Student Worker I, Administrative Specialist	College Work Study Position
<b>DEPARTMENT:</b> Intercultural Center	<b>PAY:</b> 7.54 per/hr.
<b>CAMPUS:</b> LSC-Kingwood	<b>HOURS:</b> 15 per/wk.

### POSITION SUMMARY

This position will support the Intercultural Center and the Men's Center (if needed). Required to help with event set-up and tear down and to assist with conference registration. Required to file, make copies, answer phones, and hang filers around campus, etc. Will work with and assist diverse groups. May interact one-on-one with students.

### PRIMARY RESPONSIBILITIES

1. Filing
2. Copying
3. Faxing
4. Answering phones, taking messages, redirecting calls
5. Pick up and deliver mail
6. Scanning and/or shredding
7. Provide general information related to the department
8. Record maintenance, preparation and review of forms, data entry
9. Provide handouts and/or forms to customers
10. Event preparation and support
11. Maintain knowledge of multiple programs

### REQUIRED QUALIFICATIONS

- High School Diploma or Equivalent
- 0-1 Year experience

### KNOWLEDGE SKILLS AND ABILITIES

- Customer service skills
- Interpersonal skills
- Organizational skills
- Proficiency with one or more office software (Word, Excel, PowerPoint, Access)
- Communication skills (written and/or oral)
- Analytical and problem solving skills
- Working knowledge of general office procedures and practices
- Ability to multi-task

### USE OF EQUIPMENT AND MACHINERY

- Pushing or pulling carts or other such objects
- Lift objects weighing up to 20lbs.
- Use small office equipment including copy machines or multi-line phone system

- Use computer for word processing
- Standing for two or more hours